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APPENDIX VII

MACHINE RECORDS DIVISION

This activity presently exists as a Branch. It is recommended that it be given the status of a Division, and that the organization shown in the chart which follows be approved.

There follows a tabular statement showing the personnel requirements for the Machine Records Division for the remainder of the Fiscal Year 1952 and for the Fiscal Year 1953, and a chart showing personnel distribution by organizational units and grades.

The present authorized strength of the Machine Records Branch provides for [] As of this date there are [] persons on duty and name actions are in process for 15. The tabular statement which follows indicates the distribution of man years for each project for the current fiscal year and fiscal year 1953.

The needs for additional personnel for each project now being performed and for the projects we have been requested to carry out are as follows:

Personnel--Two (2) additional positions will be required because:

a. The Personnel Office is now in the process of having all employees of the agency complete a qualifications questionnaire, which will be coded and forwarded to the Machine Records Division for the preparation of punched cards. It is estimated that three punched cards will be required for each employee. This will provide a current and complete qualifications file. The present file includes only overt employees and does not reflect current skills.

b. The establishment of promotion registers for use by the Personnel Office and operating offices.

c. The establishment of field tables of organization by punched card methods.

Payroll--This project will require an increase of six (6) positions because:

a. The vouchered payroll is being converted from manual to punch card methods. This will permit the payroll to be prepared quicker, provide means for mechanically doing other operations such as the preparation of Time and Attendance and Payroll Change Slips and thereby provide substantial savings in clerical time in the Fiscal Division and in each operating office.

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b. Increase in work load for unvouchered payroll due to change from monthly to bi-weekly for new employees.

Disbursing Office--The Treasury Department has agreed to establish a Disbursing office in the Agency about 1 June. This is a new function which had not been considered in any of our previous budget estimates and will require two (2) additional positions.

Group Insurance--One additional position is required to establish accounting records for group life and health insurance accounts for Agency employees.

Special Projects--This includes the various statistics, logistics and special data prepared by punch card methods for OPC, the Training Office and other offices. These projects will require ☐ positions, an increase of ☐ over present needs.

Procurement - Stock and Equipment Accounting--An additional five (5) positions are required to provide for the accounting of communications, stock and equipment accounts which are now maintained by manual methods.

Accounting--It will be necessary to have twenty-one (21) additional positions for this project because:

a. There has been an abnormal increase in work load in the general ledger and object class accounting work we are now doing which will require two additional positions.

b. A policy decision has been made to improve and modernize the accounting methods of the Agency with respect to the allotment and obligation of confidential funds. A committee consisting of representatives of the principal offices in the Agency has been appointed to study the present system and recommend improvements.

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to the Chief, Administrative Service, and requested them to participate in the development of procedures for the use of electrical accounting machine methods in allotment and obligation accounting work. It has already been determined by the committee that electrical accounting machine methods are the best approach to the problem and that the new system must be developed and installed by the beginning of the next Fiscal Year, July 1, 1952.

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Preliminary estimates of the volume of work involved in this project indicate the following requirements:

- (1) Space - 1,500 square feet.
- (2) Equipment - 14 units of special IBM machines.
- (3) Personnel - 19 additional employees.

The personnel and equipment needs are based on the actual experience of the Machine Records Branch in doing the general ledger and object class accounting by tabulating machine methods for the Finance Division since 1 November 1951 and by comparison with similar work being done in the Department of the Army by the same methods.

Our equipment requirements can be satisfied because over six months ago we anticipated an expansion in our work and submitted "letters of intent" to the International Business Machines Corporation for additional equipment. These "letters of intent" have been converted to firm orders and the International Business Machines Corporation has assured us that the required equipment will be made available to us by July 1, 1952. Space will be provided by rearranging the amount now allocated to Administrative Service. The only remaining requirement, therefore, is personnel.

The staff study submitted to the Deputy Director (Administration) on 3 March 1952 showing the personnel requirements for Administrative Service included an increase of 23 positions for Machine Records to carry out commitments already made to undertake new projects beginning July 1, 1952, and to provide for an expansion in existing projects. At that time we had no knowledge that the Agency was considering doing allotment and obligation accounting work by tabulating machine methods and therefore we made no provision for personnel for that purpose.

In order to carry out the requirements for allotment and obligation accounting, it will be necessary to have the following 19 additional positions:

1	Tabulation Planner	GS-11
1	Tab Project Planner	GS-9
1	Tab Project Planner	GS-7
1	Tab Machine Supervisor	GS-5
5	Tab Machine Operator	GS-4
7	Key Punch Operator	GS-4
1	Clerk	GS-5

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Approved For Release 2003/08/27 : CIA-RDP78-04718A000500060090-3

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Approved For Release 2003/08/27 : CIA-RDP78-04718A000500060090-3